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MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of interest to USDA management

Issue #11
FEB 14 '79 May 16, 1975

MANAGEMENT AND BUDGET

MANAGEMENT COUNCIL HIGHLIGHTS OF MAY 15 MEETING.....

Council Recommendations To Assistant Secretary Wright Voted.....

- ... Discontinue USDA logo on utensils in the new cafeteria. Normal GSI utensils will be used in the future at no additional cost to USDA.
- ... Continue providing free space to other government organizations (GAO, HIC), employee organizations (Welfare, ATFARD), and service organizations (Blindstand, cafeterias, Credit Union, Airline Ticket Office).

McManis Associates Presented Their Executive Development Recommendations.....

- ... Review designated management positions in each agency.
- ... Modify and use tested tools for identifying knowledges and abilities (K&A) to develop K&A statements.
- ... Implement high potential system within next year in Offices and Agencies where significant managerial needs occur.
- ... Select and utilize pertinent Individual Development Plan.

FNS HOLDS MANAGEMENT BY OBJECTIVES (MBO) RETREAT AT VIRGINIA BEACH, VIRGINIA FOR DIVISION DIRECTORS AND BRANCH CHIEFS..... During the week of May 5, the FNS Management Team held a series of training sessions and workshops designed to institutionalize the use of Management By Objectives as a management tool for ongoing operations in FNS and to develop methodology to determine the efficiency, effectiveness and relative cost benefits of various operational and program activities. (Contact: Charles A. Bucy, FNS, ext. 75486.)

BRIEFING ON AMS AUTOMATED FINANCIAL MANAGEMENT SYSTEM TO BE PRESENTED TO SECRETARY'S STAFF ON JUNE 16..... AMS' presentation will be similar to those given to the Management Council on March 6 and to the Administrative Managers of the Food and Nutrition Service on April 23. (Contact: John Reeves, AMS, ext. 77511.)

OADS CONFERENCE POSITION PAPERS WILL BE AVAILABLE TO COUNCIL BY MAY 21 OR MAY 22....The position papers are for Council members' review in preparation for the June 4 thru 6 conference at Downingtown, Pa.

RECENT LEGISLATIVE ACTIONS....

FARM BILL VETO SUSTAINED....On May 13, 1975, the House sustained President Ford's veto of the farm bill by a vote of 245 to 182. (Contact: Al Duran, OMF, ext. 74654.)

TRAVEL EXPENSE BILL AWAITS PRESIDENTIAL ACTION....Both the House and the Senate have passed the Travel Expense Amendments Act of 1975, increasing the per diem and mileage allowances. If signed, major changes in the GSA Regulations include:

- Per diem, average lodging plus \$14--not to exceed \$33 per day,
- Actual expenses, maximum up to \$50 per day in the high-cost geographical areas: Boston, \$38; Chicago, \$39; Los Angeles, \$37; New York City \$50 (except Brooklyn and Queens \$39); San Francisco-Oakland \$39; corporated limits of D.C., Arlington and Alexandria, \$42.
- Mileage, 15 cents per mile for use of privately-owned automobile--11 cents per mile when high mileage drivers (over 1,100 miles per month) make an annual commitment to drive their own automobile as opposed to a government-owned automobile,
- The President has until May 19 to sign the bill.

(Contact: Leo Palensky, OMF, ext. 77251.)

HOUSE PASSES THE EMERGENCY EMPLOYMENT APPROPRIATIONS ACT, 1975....House and Senate conferees reported the Emergency Employment Appropriations Act, 1975, with amounts for this Department at \$641.5 million for Farmers Home Administration, \$114.8 million for Soil Conservation Service, and \$143 million for the Forest Service. The House adopted the conference report by a vote of 293 to 109. (Contact: Chuck Jewell, OMF, ext. 76176.)

CONGRESSIONAL BUDGET PASSED....This week, both Houses of Congress passed the concurrent resolution containing estimates of total outlays for FY 1976. The outlays in the President's proposed budget totalled some \$349.4 billion (a \$51.9 billion deficit) while Congress agreed on outlays totalling \$367 billion (a \$68.8 billion deficit.) (Contact: Chuck Jewell, OMF, ext. 76176.)

ADMINISTRATIVE OPERATIONS

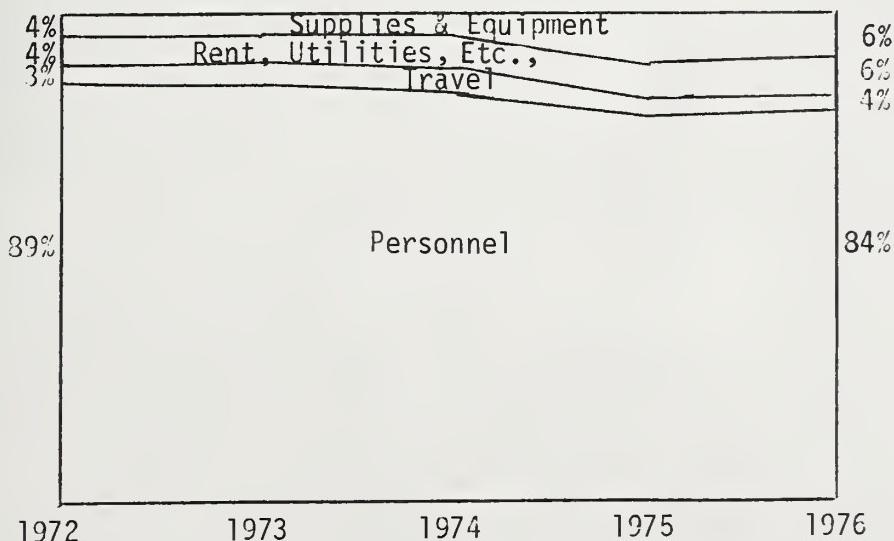
REGIONAL TRAINING CONFERENCES ON THE AGRICULTURAL SERVICE CENTER PROGRAM TO BE CONDUCTED THIS JULY.....Regional Training Conferences on the Agricultural Service Center Program will be held this July at:

Harrisburg, Pennsylvania	July 8, 9, 10
Atlanta, Georgia	July 15, 16, 17
Kansas City, Missouri	July 21, 22, 23
Denver, Colorado	July 28, 29, 30

The program will start with a general overview of policy issues, program objectives, progress to date, and the impact of the program on USDA and its clients, and follow with detailed administrative items, such as space design and utilization, leasing, telephone systems, equipment, personnel, and agreements. While primary participation will be state level personnel from ASCS, ES, FCIC, FmHA, and SCS, participants from other USDA agencies plan to attend. (Contact: Bob Welch, 00, ext. 73152.)

SERVICE CENTER AGENCIES CONCENTRATE ON PERSONNEL COSTS.....Despite a Departmental trend toward spending a larger proportion of each administrative dollar on personnel costs (see Issue #5), ASCS, FCIC, FmHA, and SCS are holding the line on increases in personnel. This is being accomplished through personnel reductions in several programs and overall better use of people in the service center agencies. The chart, which follows, shows how minimizing personnel costs reduces the squeeze on other expenditures.

Resource Allocation for Administrative Purposes
ASCS, FmHA, SCS, FCIC



(Contact: Len Beans, 00, ext. 74394)

PERSONNEL

COST-OF-LIVING ALLOWANCE CHANGES.....Employees in Hawaii will take a cost-of-living (COLA) pay cut. They now get a 15% COLA, but will be cut back to 12.5% effective June 8. On that same date, Anchorage, Alaska, will be cut from 25% to 22.5% and the rest of Alaska will remain at 25%. (Contact: Verna Deane Brown, OP, ext. 73641.)

PAY STUDY FOR INSPECTORS AT PORTS OF ENTRY.....USDA is participating with CSC, Justice, Treasury, and HEW in a study of pay for inspectors at ports of entry. A recent GAO Study recommended that a more uniform pay system be established for these groups of employees. The CSC is acting in an advisory capacity. Representatives of the House Post Office and Civil Service Committee and GAO are present at the meetings. (Contact: Kenneth W. Bradley, OP, ext. 73266.)

OI TRAINING IN EEO INVESTIGATIONS PLANNED.....OI, with the assistance of the Office of Personnel, will conduct two 40-hour training courses in EEO investigation in June. This training will insure each OI Region having Special Agents specially trained to meet Departmental needs in the investigation of EEO complaints. (Contact: Rod Elam, OI, ext. 75241.)

MARS PROVIDES QUICK, INEXPENSIVE AND DETAILED PERSONNEL INFORMATION.....AMS effectively used the Department's Management Analysis Reporting System (MARS) to produce a detailed report of several hundred of their employees. AMS Personnel Division estimated that the report would have taken approximately 3 days to manually prepare. However through MARS, the total elapsed time from beginning of the request until end of printing the report was 8 minutes and cost \$6.40. (Contact: Dick Bravvold, AMS, ext. 76549.)

EQUAL OPPORTUNITY

MBOC CONFERENCE PLANNED.....Plans are being developed to conduct a conference in Washington, D.C. for the USDA personnel serving on the 35 Minority Business Opportunity Committees throughout the country. The purpose of the conference will be to achieve an improved level of understanding and commitment on the part of USDA-MBOC representatives regarding the Minority Business Enterprise Program. (Contact: Fred King, OEO, ext. 74031.)

OTHER

BOND CAMPAIGN RESULTS IMPROVING.....As of May 9, 1975, USDA's overall participation reached 71% - only 9% short of our 80% goal. Keep up the good work. (Contact: R. Rhodes, ARS, ext. 68401.)